

EDITED KSA LISTING

CLASS: RESEARCH MANAGER III (SOCIAL/BEHAVIORAL)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1	General knowledge of evaluation and research methods, techniques including but not limited to sampling, reliability and validity, and inferential statistics to collect and analyze data to ensure that the mission and goals of the Office of Research are accomplished.
K2	Basic knowledge of the criminal justice and correctional system to successfully direct, organize, plan, and implement the department's evaluation and research program.
K3	General knowledge of the principles and concepts of psychological and sociological theories of human behavior in Correctional settings.
K4	General knowledge of the techniques and methodologies for measuring psychological or sociological dimensions.
K5	General knowledge of research ethics and protection of human subjects in the specialized areas of prisoners, wards of the state and women to satisfy the requirements of state and federal law.
K6	General knowledge of data security, privacy, and confidentiality in the specialized areas of prisoners, wards of the state and women to satisfy the requirements of state and federal law and department policy.
K7	Basic knowledge of the concepts of "data warehousing" to access and utilize data available.
K8	General knowledge of government functions and organization, and legislative process to successfully direct, organize, plan and implement the department's evaluation and research program.
K9	Extensive knowledge of practices and principles of project management to successfully deliver the department's evaluation and research program.
K10	Extensive knowledge of the state's budgeting process as related to the department's evaluation and research program to fund and deliver projects within budget.
K11	Extensive knowledge of organizational and personnel management practices and principles in order to recruit, develop, and retain qualified professional staff necessary to deliver the department's evaluation and research program.

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#	Knowledge, Skill, Ability
K12	General knowledge of the principles of contracting to procure efficient and cost-effective evaluation and research services for the department consistent with the mission of the Office of Research.
K13	General knowledge of strategic and long range planning in order to support the department in setting forth the goals, benchmarks, and performance criteria necessary to ensure the success of the department's programs.
K14	Basic knowledge of mainframe and personal computers software products to maximize efficiency and productivity In accomplishing the goals and mission of the Office of Research.
K15	General knowledge of a manager's role in the Equal Employment Opportunity (EEO) program and Americans with Disabilities Act (ADA), and the processes available to meet their objectives as it relates to the management of the Office of Research.

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	Skills to:
S1	Practice effective leadership for the adult research branch consistent with the mission of the Office of Research in achieving the goals of the department strategic plan.
S2	Effectively establish and attain goals in order to meet the requirements of CDCR's strategic plan.
S3	Analyze and prioritize multiple projects and programs simultaneously and plan an effective and efficient course of action in order to achieve milestones and goals within imposed constraints.
S4	Plan, direct, and manage the work of multiple Project Managers in order to achieve milestones and goals within imposed constraints.
S5	Communicate complex information effectively in understandable terms in writing and through public speaking using audio-visual technologies.
S6	Understand the perspectives of evaluation and research stakeholders.
S7	Operate standard office equipment (e.g., personal computer, fax, printer, copier, etc.) in order to conduct daily business.
S8	Establish and maintain professional relationships with department staff, consultants, contractors, and representatives of governmental agencies, facility personnel and others in order to gain cooperation in a matrix team environment.
S9	Develop effective policy and procedures in order to ensure consistency and conformity with departmental goals and objectives.
S10	Determine skill level of individuals for the purpose of personnel evaluation, recruitment, retention, and development.
S11	Effectively adhere to CDCR's Equal Employment Opportunity (EEO), American with Disabilities Act (ADA), and other personnel practices as defined by regulatory agencies and established guidelines/policies.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
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	Ability to:
A1	Drive long distances up to 400 miles a day in order to visit remote sites.
A2	Sit for long periods of time in order to drive long distances and conduct daily business (e.g., conferences, meetings, daily desk duties, charettes, etc.).
A3	Interact with potentially violent or aggressive inmates in a controlled environment for the purpose of gathering information.